



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-058
INFORMATION TECHNOLOGY
JNET TECH I

Position Title:	JNET Tech I	Pay Level:	\$14.07 – \$21.11
Position Open Date:	8/15/2024 – Until Filled	Classification:	Non-Exempt
Position Status:	Temporary Full-Time	Location:	Information Technology
Supervisor:	Information Technology Director		

POSITION SUMMARY:

Responsible for installing, maintaining, and repairing fiber optic networks, ensuring optimal performance and connectivity for our clients. This role requires a strong understanding of fiber optic technology, excellent problem-solving skills, and a commitment to delivering high-quality service.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High school diploma or equivalent; associate degree or technical certification in telecommunications or related field preferred.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
Certified Fiber Optic Technician (CFOT) or Fiber Optic Installer (FOI) are highly desirable.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Installation and Configuration: Install, splice, terminate, and test fiber optic cables for both new installations and upgrades to existing networks.
- Maintenance and repair: Diagnose, troubleshoot, and repair issues with fiber optic networks, ensuring minimal downtime and optimal performance.
- Testing and Certifications: Perform testing using optical time-domain reflectometers (OTDR) and other testing equipment to certify the integrity and performance of fiber optic systems.
- Documentation: Maintain accurate records of installations, repairs, and testing results. Document network configurations and update technical diagrams as necessary.
- Customer Service: Interact with clients to understand their needs, provide technical support, and ensure customer satisfaction.
- Safety Compliance: Follow all safety protocols and guidelines to ensure a safe working environment. Adhere to industry standards and local regulations.
- Team Collaboration: Work closely with other technicians, engineers, and project managers to complete projects on time and within budget.
- Training and Development: Stay updated on the latest fiber optic technologies and best practices. Participate in ongoing training and development opportunities.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Knowledge of OTDR and other diagnostic tools.

Skills in:

- Technical Skills: Proficiency with fiber optic splicing, termination, and testing equipment.
- Communication Skills: Excellent verbal and written communication skills. Ability to explain technical concepts to non-technical clients.
- Problem-Solving: Strong analytical and troubleshooting skills. Ability to identify and resolve network issues efficiently.
- Attention to detail: Meticulous attention to detail with a focus on accuracy and quality.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024